

MADERA COUNTY
SENIOR PERSONNEL ANALYST

DEFINITION

Under direction, leads, oversees, and participates in complex professional human resources assignments in such areas as policy development and implementation, recruitment, examination, classification, compensation, and affirmative action; performs a variety of labor relations duties; performs related duties as required.

SUPERVISION EXERCISED

Provides technical and functional supervision over subordinate staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the Personnel Analyst series, responsible for assisting with the administration of all human resource management functions, programs, and special projects. Incumbents are responsible for providing consultation regarding recruitment services, classification review, personnel services, records maintenance and labor relations. Positions at this level are distinguished from the Personnel Analyst I/II levels by exercising a higher degree of independent judgment and initiative and seeking assistance on only the more complex issues.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Leads, oversees, directs, and participates in the broad range of County human resources activities; assists in developing and directing the implementation of goals, objectives, policies, procedures, and work standards; conducts complex classification studies; reviews and revises job specifications; conducts salary surveys and makes presentations of findings; presents recommendations to the Civil Service Commission and serves as the secretary as assigned; confers with and advises County management, employees, labor representatives, representatives from other governmental agencies, and the public regarding Human Resources programs, policies, and procedures; analyzes staffing requirements, employee market trends, and applicant sources; prepares recruitment and examination materials; reviews applications for examinations and promotions; selects and prepares examination materials; oversees and participates in the organization of oral qualification appraisal panels, written exams, performance exams, bilingual exams, and physical agility exams; performs a variety of job duties associated with labor relations; conducts surveys and gathers information related to collective bargaining and participates in developing the County's position on matters within the scope of bargaining; participates in the preparation of materials needed for negotiations; may serve as a member of the negotiating team; advises supervisory or management staff regarding interpretation and application of Memoranda of Understanding; assists with supervisory duties including training, evaluating, and directing the work of subordinate staff.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of employee recruitment, selection, position classification, affirmative action, and employee relations.
Principles and practices of employee supervision and training.
Pertinent Federal, State, and local laws, codes, and regulations relating to recruitment, selection, employee relations, and affirmative action.
Concepts of comparing jobs for classification and salary surveys.
Application of statistical methods to human resources work.
Business letter writing and report preparation.
Basic functions of the collective bargaining process.
Administrative procedures and practices for processing complaints and grievances up to and including arbitration.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Analyze a variety of personnel matters, define problems and make appropriate recommendations.
Understand, interpret, apply and/or implement personnel laws, rules, regulations and policies.
Initiate, plan, and complete assignments with little or no supervision.
Exercise independent judgment within general policy guidelines.
Collect and analyze technical data.
Supervise and train employees.
Communicate effectively, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three (3) years of professional human resources experience comparable to that of a Personnel Analyst I/II with Madera County.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in human resources management, public administration, business administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Effective Date: August, 2001